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DDA Memo, 4 Apr 77

Auth: DDA REG. 77

Date: 160378

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: OTR Staff Papers on Language and Area Training

1. OTR proposals to remove deficiencies in language skills and area knowledge, and their disposition, are listed and summarized below:

a. 28 June 1954, Staff Study, "Area and Language Training," hand-carried to DDCI by DTR:

(1) This study recommended policy and a program of area and language studies for Headquarters and field personnel of the Agency.

(2) DDCI requested development of a program of action to put it into effect.

b. 18 August 1954, Staff Study, "Area and Language Training," hand-carried to DDCI by DTR:

(1) This study responded to DDCI's reaction to the 28 June 1954 study cited above.

(2) DDCI expressed interest in the incentive award idea in the paper and requested further study of this recommendation by AD/Personnel, DD/P, and DTR. No other recommendations were approved or authorized for action by DTR or others at this time.

c. 19 August 1954, Memo to DDCI from AD/Pers, Subject: "Incentive Pay for Foreign Languages":

(1) This memo summarized pros and cons of the incentive award idea in OTR staff study of 18 August 1954 and recommended further study of the problem.

(2) DDCI requested DD/P reaction to AD/Pers' memo.

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d. 9 November 1954, Memo to DDCI from Chief of Operations, DD/P, Subject: "Incentive Pay for Foreign Languages":

(1) This memo concurred in general with AD/Pers' memo and recommended that incentive pay for language training be deferred "until the place of language training in the Agency's career development program is clear."

(2) DDCI forwarded memos from AD/Pers and DD/P (cited above) to DTR for review and comment.

e. 8 December 1954, Memo to DDCI from DTR, Subject: "Incentive Pay for Foreign Languages":

(1) This memo concurred with memos of AD/Pers and Chief of Operations, DD/P, and recommended that minimum standards for language and area competence for various categories of Agency personnel be established and enforced by the heads of major components.

(2) No decision was reached on OTR's recommendations, and no action was taken.

f. 14 June 1955, Memo for DD/S, Subject: "Personnel Requirements—Office of Training":

(1) This memo requested authorization of a 24-position increase in the OTR personnel ceiling to meet requirements established by the heads of major components for internal area and area language programs for FY 1956-1957.

(2) This paper is reported as having been received by the Management Staff, DD/S, which is transmitting it to DD/S with a recommendation for approval. A memo of 18 August 1955 from DD/S to DTR, Subject: "Personnel," authorized positions for OTR plus a tentative allocation of 69 additional positions which must be specifically approved by you. In the OTR response to this memo, dated 23 September 1955, I have recommended that 10 of the additional 69 positions be allocated for the area program. Thus, if you approve the Management Staff recommendations, only 14 rather than 24 positions over the ceiling of will be required to conduct the program at full scale.

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g. 5 July 1955, Memo for DCI from DTR, Subject: "Deficiencies in Foreign Language Skills among Agency Personnel," hand-carried to [redacted]

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(1) This memo was produced in response to an inquiry by the DCI on 2 July 1955 on the status of the Agency's language training effort. It included copies of each of the staff studies and memos cited in paragraphs 1.a. through 1.f., above. It suggested "approval in principle" of the basic recommendations contained in the 18 August 1954 Staff Study and provided an "approved line" for the signature of the DCI.

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(2) [redacted] subsequently informed OTR that DCI wanted to discuss memo with DDCI. To date, this recommendation has not been approved.

h. 4 August 1955, Memo for DDCI through DD/S, Subject: "A Program for Encouraging Voluntary Development of the Agency's Language Resources":

(1) This study was prepared at the request of the DDCI and pointed out that an incentive awards program was only a segment of a much larger and more complex problem. The study recommended consideration of incentive awards within the framework of the studies previously submitted on language and area training. It requested "approval in principle" of its recommendations, pointing out that there were legal as well as budgetary problems to be resolved before the program could be put into effect.

(2) This paper is reported as being under consideration within the DD/S Staff. It is doubted that the paper has come to the attention of the DDCI.

2. It is my considered judgment that resolution of the entire range of language-area training problems of the Agency can only be brought about by facing the fact that the heads of major components of the Agency must establish and enforce compliance with minimum standards of language skills and area knowledge for the various categories of personnel within the Agency.

3. Approval in principle of the recommendations by OTR, contained in the various studies and memoranda cited above, would permit this Office

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to staff out these proposals within the Agency and place this problem in the action stage. Your assistance in this respect will be most welcome.

MATTHEW BAIRD

Director of Training

OTR/PPS/LES:mp

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